

**UNITED STATES DEPARTMENT OF COMMERCE
CHARTER OF THE
NATIONAL TECHNICAL INFORMATION SERVICE
ADVISORY BOARD**

ESTABLISHMENT

The Secretary of Commerce, pursuant to Section 212(c) of the National Technical Information Act of 1988 (15 U.S.C. 3704b(c)), established the National Technical Information Service Advisory Board (hereafter the “Advisory Board”) in accordance with the Federal Advisory Committee Act (5 U.S.C. App. 2).

OBJECTIVES AND DUTIES

1. The Advisory Board will review the general policies of the National Technical Information Service (NTIS), including policies regarding fees and charges for its services, and will advise the Secretary, the Under Secretary for Technology, and the Director of NTIS on such policies.
2. The Advisory Board will draw on the expertise of its members in order to provide advice and make recommendations to the Secretary, the Under Secretary for Technology, and the Director. In its role, the Advisory Board shall study the primary mission of NTIS and focus on its general policies and operations, and its plan for the future.
3. The Advisory Board will provide guidance on customer needs, trends in the information industry, and changes in the way NTIS’ customers acquire and use its products and services. This includes assessing the continuing need for a Clearinghouse.
4. The Advisory Board will function solely as an advisory body and will comply fully with the provisions of the Federal Advisory Committee Act, cited supra.

MEMBERS AND CHAIRPERSON

1. The Advisory Board will consist of a Chairperson and four other members appointed by the Secretary. Members will be selected on a clear, standardized basis in accordance with applicable Department of Commerce guidelines.
2. The Chairperson will be appointed by the Secretary.
3. Members will be appointed for three-year terms and will serve at the discretion of the Secretary. Vacancy appointments will be for the remainder of the unexpired term of the appointment. All appointments will automatically terminate if the charter is terminated or not renewed as provided in the section entitled “Duration.”

4. Members shall serve as Special Government Employees (SGEs) and will be subject to all ethical standards and rules applicable to SGEs.

ADMINISTRATIVE PROVISIONS

1. The Advisory Board will report to the Secretary through the Under Secretary for Technology and the Director.
2. The Advisory Board will meet at the call of the Director, but not less than once every six months.
3. NTIS will provide all staff support for the Advisory Board.
4. Members of the Advisory Board will not be compensated for their service, but will, upon request, be allowed travel and per diem expenses authorized by 5 U.S.C. 5701 et seq.
5. The annual cost of operating the Advisory Board is estimated at \$53,000, which includes 0.5 person for staff support.
6. The Advisory Board may establish such subcommittees of its members as may be necessary, subject to the provisions of the Department of Commerce Committee Management Handbook.

DURATION

This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives Oversight Committee unless earlier terminated or renewed by proper authority.

Otto J. Wolff
Chief Financial Officer and
Assistant Secretary for Administration

Date